

# CITY OF NORMAN

## FUEL CONSERVATION POLICY

Improved fuel economy is a key consideration across the entire fleet, both for environmental benefits and to save costs. The purpose of this policy is to reduce fuel consumption, reduce pollution and greenhouse gases, and to create a greener, greater Norman.

### **FUEL PLAN**

It is the intent of this “plan” to provide City Departments/Divisions with a basis in which to continue services to the Public while controlling the consumption of fuel.

While the actual cost of fuel and related products cannot be controlled by the City, the usage must be reduced and/or maintained at a level to provide services while not eroding revenues to the extent of all else.

The Fuel Plan has two parts: Normal Operations and Emergency Status. It is the objective that adherence to Normal Operations will aid in reducing the need to proceed to the emergency status.

### **NEW VEHICLES PURCHASED**

In order to accomplish the long range goals of reducing fuel usage by 10% the City of Norman Fleet Division shall implement the following policies and procurement procedures.

- To insure maximum efficiency in fuel consumption and air emissions, review all vehicle procurement specifications and modify them as necessary to ensure that the specifications are written in a manner flexible enough to allow the purchase of alternatively fueled or electric drive train vehicles
- To insure maximum efficiency in fuel consumption and air emissions, review every new vehicle purchase request and modify them as necessary to ensure that the vehicle class to which the requesting vehicle belongs is appropriate for the duty requirements that the vehicle will be called upon to perform.
- Maintain vehicle at optimal efficiency by adhering to current maintenance schedule for all fleet vehicle and increasing maintenance wherever cost-effective benefits will accrue as a result.

### **Part 1 – Normal Operations**

This phase will be for normal operating conditions. It is the intent of this phase that all departments/divisions shall continue all normal operations while reducing fuel consumption by 10%. Reduction will be based upon an average fuel consumption rate in FYE 2005 – 2007 as established by the Fleet Superintendent.

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The following shall be implemented:

- **5 Minute Idle** – No vehicle shall be allowed to idle in excess of 5 minutes without being shutoff. The only exception shall be in emergency situations.
- **Operational Checks** –Enforce operational checklist for driving equipment/vehicles. Checklists will be provided by the Fleet Division. Fluids and tire pressure should be highlighted. Checklists shall be completed by equipment/vehicle operators with an appropriate frequency as determined by the Fleet Superintendent.. Checklists will be available to the Fleet Division when requested. Correct tire pressure and fluid balance can result in better fuel mileage.
- **Driving Habits** – driving habits shall include a reduction in unnecessary drive time (i.e., phone calls, emails in lieu of personal trips), slower acceleration at stop lights/signs, and strict adherence to speed limits.
- **Break/Lunch** – Breaks and/or lunch times should be encouraged to be taken on job sites in lieu of employees returning to their department/division and then returning to the job site.
- **Take Home Vehicles** – Consistent with existing policies for take home vehicles, the “take home” of city vehicles should be reduced to only include essential “on-call” personnel, should be within the City of Norman limits, and must be approved by the City Manager. Each department will develop an on-call rotation schedule to limit the number of vehicles taken home each shift.
- **Work Days** – Encourage alternative work schedule (i.e. four 10-hour workdays) when possible.
- **Organized Travel** –
  - **Consolidation** – contact should be made with other departments/divisions in the event that an employee is traveling outside city limits (i.e. someone going to Oklahoma City may pick up items for another department/division during the same trip).
  - **Car Pooling** – departments/divisions should attempt to combine trips when providing services (i.e. two operators in one vehicle, one is dropped off while the other takes the vehicle to another location, then picking up the first employee when both are completed with their job).
  - **Delivery** – departments/divisions should review the use of larger vehicles (1 ton pickups) when smaller, more economical vehicles may be used (i.e. operator to use a two wheel drive (2WD) vehicle in lieu of using their normally assigned four wheel drive (4WD) vehicle if traveling to an area where a four wheel drive (4WD) vehicle is not needed, if such a vehicle is available.
  - **Trailer Equipment** – putting equipment on trailers to transport to locations in lieu of driving equipment on City roads to job sites.
  - **Transporting Equipment/Vehicles** – to minimize transporting time and unnecessary vehicle use, every effort should be made to coincide delivery of a vehicle/equipment that needs service with a vehicle/equipment that has received service and is waiting for pick up.
  - **Route Optimization** – route optimization computer software will be utilized when feasible. At a minimum, established routes will be re-evaluated annually with the assistance of the GIS division. Routes will be planned to use City vehicles in the most efficient manner possible.

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### Part II – Emergency Status

Implementation of this part would be based on extreme inflation of fuel costs, fuel allocations reduced to consumers, actual shortages due to availability and/or a combination of any of these scenarios.

It is the intent at this level that only emergency and necessary services will continue to be provided. Non-essential services and/operations will be suspended.

Preventative Maintenance Services – only those units associated with the “emergency services” that continue to be operated will be serviced in accordance with manufacturer’s recommendations. Those units not deemed to be within the “emergency service” category will have their PM Service deferred until normal operations resume.

### **ENFORCEMENT**

Management and Supervisory personnel shall be responsible for implementing and regulating this fleet policy. Management and Supervisory personnel will insure that regular inspections are performed.

The City will police itself in meeting efficiency targets. Department Heads shall be provided monthly fuel consumption/conservation reports by the Fleet Division to assist them in meeting the goals of this program. The City Manager may choose to review the progress of this program with relevant Department Heads.

### **EDUCATION**

Preventive maintenance and driving practices not only increases the life of a vehicle, but also impacts fuel economy. The City has developed a comprehensive education program for employees in coordination with our Human Resources Department ensuring that Best Operating Practices are implemented. Training will be provided to each Department annually. New employees will receive training during orientation.